

### Student Government Event Purchasing Request

Organization Name (do not abbreviate)

Financial Officer Name (First/Last)

Financial Officer Email

Financial Officer Phone

Advisor Name (First/Last)

Advisor Phone & Email

Event Name

Event Date

Event Time

Event Location (Building & Room Number)\*

Event Description

Estimated Attendance

Is this event for members of your organization only?

Will alcohol be served?

Will there be any fundraising of any kind at this event?

Will your organization charge anyone to come to this event?

# of students

No

No

No

No

# of non-students

Yes

Yes

Yes

Yes, please explain below.

NOTE: All shipments should come to the A&S Business Office, MSC 4300, and picked up from this location.

Vendor Name

Vendor Address

Vendor Telephone

Contact Name (First/Last) & Email OR Website

Date Prices Were Quoted

Type of Payment Vendor Accepts

Purchase Order

USF Department

Credit Card over the phone

Credit Card online order

#### **Item List**

**Item Description**

**Item #**

**Qty**

**Price**

**Total**

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

**TOTAL**

**\$**

\* If the event will be held off campus, please obtain written approval before you proceed. SG Statute, 801.14 "No organization may hold an A&S funded event off campus unless receiving explicit permission from the Senate Committee on Appropriations and Audits."

\*\* If the items requested for online ordering do not have item numbers, please attach the web link to the items in the "Item Description" section underneath the description of the item.